

# **SERVICE & SUPPLY PLAN**

## **Incident Business Administration**

### **DURANGO DISPATCH AREA**

April 2012



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## **ACRONYM LIST FOR OPERATIONS SECTION**

<b>AA</b>	<b>AGENCY ADMINISTRATOR</b>
<b>ADO</b>	<b>ADMINISTRATIVE DISPERSING OFFICER</b>
<b>APMC</b>	<b>AGENCY PROVIDED MEDICAL CARE</b>
<b>AR</b>	<b>AGENCY REPRESENTATIVE</b>
<b>BT</b>	<b>BUYING TEAM</b>
<b>COR</b>	<b>CONTRACTING OFFICER REPRESENTATIVE</b>
<b>DRC</b>	<b>DURANGO DISPATCH CENTER</b>
<b>EERA'S</b>	<b>EMERGENCY EQUIPMENT RENTAL AGREEMENT</b>
<b>FBMC</b>	<b>FIRE BUSINESS MANAGEMENT CONTACT</b>
<b>FMO</b>	<b>FIRE MANAGEMENT OFFICER</b>
<b>FSC</b>	<b>FINANCE SECTION CHIEF</b>
<b>IBA</b>	<b>INCIDENT BUSINESS ADVISOR</b>
<b>IRR</b>	<b>INCIDENT REPLACEMENT REQUEST</b>
<b>PROC</b>	<b>PROCUREMENT UNIT LEADER</b>
<b>PS</b>	<b>PURCHASING SPECIALIST</b>

## INTRODUCTION

### GENERAL SUMMARY

The Durango Dispatch Area consists of the following units:

- San Juan National Forest Service
- Tres Rios Field Office BLM
- Mesa Verde National Park
- Southern Ute Agency
- Ute Mountain Ute Agency
- Colorado State Forest Service – Durango District
- Southwest Colorado Counties

To avoid redundancy this document contains only the information and summary listings necessary to procure Service and Supplies for incident support operations. Durango Dispatch Center (DRC) keeps the Master detailed notebooks containing the actual Emergency Equipment Rental Agreements (EERA), purchase orders, Individual Fire Blanket Purchase Agreement (BPA), State and local agreements and Operating Plans etc. These notebooks are available from DRC upon request. DRC – 970-385-1324.

The Agency Administrative Officer (AO) or Designee will meet with all Incident Management and Buying Teams when they come into the DRC area.

An Incident Business Advisor (IBA) is referred to throughout this document, when not in place, the AO or designee should be contacted. A qualified IBA will be ordered for all Type I incidents, and for Type II incidents with mixed land ownership, at the same time that an IMT is ordered.

DRC has created Buying Team Kits, they are located in the cache, see the DRC Center Manager.

This plan provides the general administrative procedures to support team operations and to ensure consistency while involved in incidents in the Durango Dispatch Area. This plan will be made available to any IMT or other business administration fire support team assigned to DRC Area Incidents. Any changes in these guidelines will be negotiated with the Administrative Officer (AO), Agency Administrator (AA), Incident Business Advisor (IBA), Fire Business Management Coordinator (FBMC), and/or Administrative Representative (AR) in advance.

**When a Buying Team or Payment Team is requested to support incidents within the Durango Interagency Dispatch (DRC) Area, the team is here to support all agencies and incidents within the entire DRC Area – from initial attack to large fires.**

**Continuous communications and consultation with the Durango Dispatch Center Manager should occur, especially prior to final release of buying or payment teams out of the DRC area.**

This Operating Guideline is intended for use by any IMT, BT, Dispatch, Expanded Dispatch, Payment Team, or other business administration incident support staff assigned to DRC area. The following objectives have been set for incident support within the DRC area, which this guideline directly addresses:

1. Identify individuals with delegated authorities and roles.
2. Provide for highly effective communication and coordination between all incident participants.
3. Ensure consistent understanding and usage of rules and regulations governing incident business management in various arenas from a variety of reference sources.
4. Appropriate acquisition practices and general guidelines for prohibited purchases, the use of mandatory procurement sources, appropriate equipment hiring practices and formation of land use agreements.
5. Organization and accountability of government property including sensitive items and the process for lost or destroyed property.
6. Provide for consistent documentation from a Business Administration standpoint for managing incidents and creating cost-effective work practices.
7. Provide contact information for Rocky Mountain and Durango Dispatch Area and Interagency Business Management Coordinators and support staff.

## **STANDARD OPERATING PROCEDURES FOR RESOURCE REQUESTS**

**Resource Order Requests** – Units will work through DRC to fill all resource requests. A Buying Team (BT) will be ordered for all Type 1 and 2 fires or when there are multiple incidents. BT's will be expected to order services, supplies and support for all incidents within the DRC area. **Buying Teams are expected to close out all outstanding bills related to the DRC Area incident/incident support, prior to their release.**

**“M” numbers will be created for all buying team medical related claims. Employee should be given a copy of all medical forms.**

**Payment process** – Paying bills within 30 days is the priority. Requesting Units are ultimately responsible for making timely payments. The BT is expected to provide a summary of all paid and outstanding financial information at closeout. DRC will collect all bills and invoices and send to the requesting unit.

Buying Teams, ADO or Administrative Payment Team (APT) payment processes will be used in the Durango Dispatch Area only if the support of the incident in processing payments to vendors can not be handled locally. The AO and agencies Budget and Finance (B&F) Officers will advise the IBA of the need for a payment team. Before processing any payments, the payment team will meet with the respective agency to ensure procedures are in place to avoid duplicate payments.

Payments will be processed through the appropriate agencies Payment Center.

## DELEGATION OF AUTHORITY

Delegation of authority has been issued for Fire Business Management practices to the following personnel:

Incident Business Management – Delegation of Authority Personnel					
UNIT	TITLE	NAME	Office Phone	Home Phone	Cell Phone
SJPLC	Administrative Officer	Ron Duvall	385-1265	375-1185	970-799-1216
SJF	Contract Specialist	Ginger Domingos	385-1245	884-4780	970-799-0558
SJF	Purchasing Agent	Joni Dutcher	385-1208		970-799-2430
SJF	Financial Officer	Linda Knipp	385-1262	247-0788	
MVP	Admin Ofc/Asst Sup.	William Nelligan	529-4609	565-8815	970-570-9267
MVP	Purchasing Specialist	Marilyn Heath	529-5096	533-7374	970-749-6993
SUA	Administrative Officer	Ken Van Zee	563-4511	247-1955	970-759-1416
UMA	Purchasing Specialist	Sharon Hammond	565-7338		970-799-2088
UMA	Administrative Officer	Marita Lee	565-8473	505-598-0293	505-801-0183
UMA	Fire Management Clerk	Stella John	565-4789		505-860-2026
COS	Forester	Kent Grant	247-5250	385-5953	970-749-0298

## AGENCY AUTHORIZED PURCHASING SPECIALIST RESPONSIBILITIES

The person who has been given the authority to serve as their Agency Purchasing Specialist (PS) will serve as a link between the many roles of business administration on an incident including DRC, the BT, and any payment teams assigned to the incident. The PS will make payments for purchases when deemed necessary. If the amount required is over their current spending limit the PS will contact their respective agency and take appropriate action (i.e.) have their spending limit increased.

The PS should make onsite visits to all established Type I, II, and III incident bases, Rest & Recuperation (R&R) facilities, staging areas, expanded dispatch locations, BT locations, and other incident support centers. Visits will be prearranged with respective personnel at each site. Technical specialists may accompany the PS to assist in specific areas of concern. For example, the DRC area Contract Specialist may accompany the IBA related to matters concerning Emergency Equipment Rental Agreement (EERA) payments.

The Incident Business Mgmt. Contact (FBMC) or Agency Representative (AR) will provide DRC, IMT and local support units with telephone numbers to ensure 24-hour service for any business administration assistance.

In matters concerning the expenditure and use of funds, the IBA, FBMC, AR will provide recommendations to the IMT and BT. The IBA, FBMC, AR, will review questionable supply orders as requested by the BT and hold until clarification is made with the IMT. Questionable items, which cannot be resolved between the IMT and the IBA, will be discussed with the AA for resolution.

## **ORGANIZATION AND COMMUNICATION**

The Incident Business Advisor (IBA) will provide all incident support organizations with their contact numbers to ensure 24-hour service for any business management assistance.

As a minimum, the Finance Section Chief (FSC) will arrange for a daily flow of information with the IBA Finance Business Management Contact (FBMC) and Agency Representative (AR) for purposes of information exchange and to report current progress of incident business administration operations, including copies of the current cost projections.

This guideline provides names and contact information for a number of individuals responsible in the administration of interagency coordination during incidents.

The Procurement Unit Leader (PROC) should communicate with the Supply Unit Leader and the Buying Team Leader throughout the incident. The open flow of communication between these parties will facilitate all aspects of acquisition needs including contractor concerns, and property tracking.

**NOTE:** The FSC or payment team leader is required to contact the agency's Financial Business Manager before the team leaves the incident; the IBA in consultation with the appropriate DRC Area Fire Management Officer (FMO) and with approval from the agency administrator, will recommend release of a team (IMT, BT, or payment teams) from an incident in the Durango Dispatch Area.

### **Procurement**

When a BT is dispatched to an incident on one of our units, the incident finance section specifically the Procurement Unit Leader (PROC) will be given a copy of the DRC Service and Supply Plan.

List of sources: Buying Teams shall use their credit cards and checks when procuring from the source list in the DRC Service and Supply Plan according to Agency policy. Supply unit personnel may be allowed to use their credit cards with prior approval from either the Buying Team or the Durango Dispatch Area Acquisition section.

NOTE: No other personnel on overhead teams will be allowed to use purchase cards without the hosting Agency's approval. (Forest Service override codes: SJNF = 0213, non-FS use 1502)

## **PLEASE DO NOT USE BPA'S FOR FIRE RELATED PURCHASES**

There are no National agreements for meals or lodging; therefore, credit cards must be used. These requests MUST use established Durango Dispatch standard operating procedures. The incident agency is responsible for making payments for the services supporting their incident whenever possible. On the resource order the request number will document the resource name, number and vendor/provider. Work with the appropriate agency procurement folks and order through Durango Dispatch Center.

All Rocky Mountain Coordinating Group supplements to IIBHM supplement this plan.

Local resources will be utilized for Initial Attack (IA) prior to calling resources from outside the area. For other than, IA situations place orders using the Dispatch Priority Lists (DPL). Please ensure that contractors arriving to the incident have a current EERA or IBPA. If a contractor reports to an incident without an agreement, equipment that is not under the original agreement, or if changes are required, the original Procurement Official should modify the original agreement or the new



procurement official should issue a new agreement for the additional equipment **for that incident only**. All equipment will be inspected prior to being placed on shift. For billing procedures for each agency incident see the Payment Processing section of this guide.

DRC does have a listing of pre-identified ICP's.

- **Rental Vehicles used specifically for individuals should be rented by that individual on their own government or personal credit card as appropriate. IMT rentals will be arranged by the team logistics chief and paid for by the individuals using the vehicles. Support vehicles will be rented by DRC or local unit as necessary. Not negotiable.**

**NOTE:** The Procurement Unit Leader (PROC) or Finance Section Chief (FSC) shall coordinate with the agencies PS on special items such as Land Use Agreements, etc.

The PROC or CO with delegated authority is responsible for settling all claims involving equipment agreements on the incident.

## **BUYING TEAM PROCEDURES**

The Agency PS will be used for all Buying Team (BT) activities until the workload becomes such that a specialized Buying Team must be ordered. The Buying Team will work directly for the Durango Dispatch Area agencies and coordinate with the Durango Dispatch Center Manager.

Incidents will order equipment and supplies through normal dispatch channels. Any equipment orders that need to have a new Emergency Equipment Rental Agreement (EERA) set up will go through the Buying Team (if Type 1 or 2) or the Agency PS. The EERA will be through the current incident.

Supply (NFES) resource requests may go directly from Type 1 or 2 IMT's to the Rocky Mountain Area Cache. All other supply (non-NFES) requests will be placed directly with DRC or the Buying Team in place, who shall acquire local purchases.

The Buying Team will pay for all outstanding bills as directed by the Incident Business Advisor (IBA). Any payments made with credit cards or checks will be fully documented with resource orders. Duplicate copies of all documents will be provided to the hosting Agency Budget & Finance Department. See the National Interagency Buying Team Guide for the formal recommended direction on consistent filing and uniform processes.

The FSC or payment team leader is required to contact the agency's Financial Business Manager before the team leaves the incident; the IBA in consultation with the appropriate DRC Area Fire Management Officer (FMO) and with approval from the agency administrator, will recommend release of a team (IMT, BT, or payment teams) from an incident in the Durango Dispatch Area.

The Buying Team Leader, AO and IBA will visit the incident command site at least once within the first few days of incident operations.

**A final face-to-face close out briefing will be conducted with the Agency/unit procurement staff and a Buying Team Transition Document will be completed and**

reviewed. (See section sample BUYING TEAM TRANSITION DOCUMENT at the end of this document).

**The Buying Team is responsible for restocking the Buying Team kit.**

## **EXPANDED DISPATCH OPERATIONS**

DRC will provide expanded with a list of available local resources (drivers etc.), Service and Supply Plan, incident resource orders, kits, etc.

Once staff arrives, provide each person with a DRC Orientation Guide and thorough briefing to include: meals and lodging information, coffee and snacks, scheduling, building access, building floor plan, fire and weather information, phone usage, etc.

Once expanded is established, the following procedures will normally be used.

- All orders for initial attack and tactical resources will be placed through DRC Initial Attack.
  - This will ensure coordination with the local initial attack needs, provide for flight following services and ensure airspace coordination.
- All Charter transport aircraft will be handled through the DRC Aircraft desk. Expanded will provide a flight request form to DRC, who will arrange transport and keep expanded informed about aircraft request status.
- Orders for local resources will be coordinated through DRC.
  - Orders for local resources will be placed directly with their home unit. Coordination with Initial Attack on commitment of local resources is critical.
- Emergency rental equipment and local purchase needs will be ordered direct by expanded until the local procurement personnel or a buying team arrives.
- Resource Order Request numbers – ***The incident will assign request numbers.*** If the need arises for Expanded to assign an Incident request number for the incident, expanded may assign numbers beginning with the **Number 5000**.
- Incident resources used for initial attack - IMT Initial Attack responsibilities and ordering procedures will be negotiated at the time of Team transition.
- Large Incident IA Staging - During times of resource shortages or high levels of activity. The DRC area may request assistance from Incident Management Teams with Initial Attack Forces. These forces would be kept on a SJF Support or Misc ABC Order but staged (fed and bed) at the incident. The incident will be given a copy of the Resource Order for their records. IA Resources will not be placed on the large incident's resource order.
- Expanded Dispatch will be responsible for travel arrangements for resources traveling from DRC area to other incidents or during demob operations.
- Expanded Dispatch will be responsible for re-stocking the expanded dispatch kit.
- Expanded Dispatch will be responsible for creating a final dispatch fire package.

## **ORDERING PROCEDURES: Ordering of Contracted Resources follows the National Interagency Dispatch Standard Operating Guide for Contracted Resources.**

URL: [http://www.nifc.gov/nicc/logistics/references/National SOG Contracted Resources Guide.pdf](http://www.nifc.gov/nicc/logistics/references/National_SOG_Contracted_Resources_Guide.pdf)

Additionally, Porta-a-Potties are ordered locally. Check with a purchasing agent/CO for proper procedures.

### **Expanded Ordering**

Durango Dispatch Center can order available resources directly from our neighbors, (Our neighbors are Montrose and Pueblo Dispatch Centers.) or all other RMA Centers, dependent upon the RMA Preparedness Level.

Resource Requests for Overhead, Crews and Equipment are to be placed locally first, then with our neighbors, and lastly with RMC.

Exceptions are:

- **Local Emergency Equipment Rental Agreements** are processed through expanded dispatch or Buying Teams.
- **Aircraft** - Initial Attack Dispatch will take care of all requests for tactical aircraft.
- **Supplies** - Use the most efficient source. Local purchases are to be placed prior to placing orders outside the zone.
- **Cache Items** - Work directly with the local Procurement Person or Buying Team
  - Fill requests for NFES items directly with the RMK
  - Type 1 and Type 2 fires may order supplies directly from the RMA cache (RMK - located in Lakewood, Colorado).

**Note:** Orders may be faxed to RMCC or RMK and followed up with a confirmation call.

## LIST OF RESTRICTED SUPPLIES/ITEMS

The following items are either restricted from purchasing, or limited in some manner, during incident operations. Assigned Supply Unit Leaders and/or Buying Team Leaders will refer to this list when purchasing supplies and services for incident operations.

### **Restricted purchases/rentals:**

1. Alcoholic beverages of any type.
2. Clothing, buttons, stickers, hats, etc., with special or specific printing, coloring, or logos.
3. Pillows or sleeping bags (other than regular GSA, fire cache types).
4. Plants or flowers.
5. Orders for specific magazines, newspapers, or other literature. Local newspapers will be limited to 10 copies/incident/day with different varieties of newspapers, as described by appropriation laws.
6. Improvements to GSA or WCF vehicles unless needed for suppression activities.
7. While incident camp exists, motels, hotels, or other commercial rooms are not authorized for incident assigned personnel (except as required for medical, emergency or travel).
8. Extravagant or specialty foods. See NWCG Supplemental Food Policy.
9. Barbers will only be provided for the military at their request.
10. Anything not a direct need for suppression of the fire or essential to the incident.
11. Rental or purchase of recreation equipment, such as: all varieties of televisions, VCR's, cable and internet hookups for other than work necessities and the like must be approved in writing by the IBA prior to requesting.
12. The government is not permitted to pay for the installation of telephone lines for personal use. The telephone vendor could install pay phones at no expense to the government.
13. Family service radios are not permitted for use for official government business in an incident base camp.
14. Purchase of Computers
15. GPS units and associated items.
16. Rental of vehicles –DRC area does not authorize the rentals of Personally Owned Vehicles (POV's).

All equipment and personal property purchased will be transferred to the unit or the Durango Dispatch Area cache. All rental of equipment, with owner's concurrence, may include a *lease purchase/cap amount to be paid (or other limitation of payment negotiated by the Contracting Officer)* inserted in the procurement document at the Agency's discretion. Exceptions to this policy shall have prior written approval by the IBA before obtaining those items.

## **PROPERTY MANAGEMENT**

When property is acquired for an incident please document where it was acquired from, where it is, who it is checked out to, and return them to their respective owner (e.g., DRC cache items to DRC, DRC unit item to its unit, RMK item back to that cache, etc).

**The IMT is expected to place a high priority on property management.** Included in this expectation is the need for the finance & logistics sections to review property issuances and check out and return procedures to ensure proper accountability. When possible, resources should restock supplies etc. on the incident, if not, incident replacement requests (IRR's) will be filled out prior to leaving the incident **not** when they arrive to their home unit. If necessary, the employee assigned property management responsibility on the incident, may be required to remain after the incident is closed out, to ensure all incident property is recovered and/or properly disposed of.

All sensitive items will be tracked in accordance with that Agency's procedures. Any incident-funded sensitive property purchases must be approved by the IBA before submitting the request to the Buying Team for procurement.

Property and/or supply items assigned for use by contractors/vendors shall be returned to the incident. Incident camps shall utilize a property transfer form (including value of item) for each item to ensure they are returned. When not accounted for, the transfer forms will be documented and an appropriate amount deducted from the contractor's invoice.

All lost, damaged, or destroyed property items to be replaced as part of the incident's cost shall be described on the Agency's forms, or assigned to the incident for rehab or mop up (manifest to the Agency). All property left with the Agency at the close of the incident will be properly transferred in accordance with Agency procedures.

Supply Unit will keep a log of all personnel checking out critical and sensitive items (i.e. GPS, cameras, etc.).

### **Commissary**

When possible, local vendors in the nearby communities should be used, to support their economy. No National contract commissary exists at this time.

## **AGENCY-PROVIDED MEDICAL CARE (APMC) AND COMP.**

The Durango Dispatch Area does not have a local contact for compensation and medical treatment for personnel assigned to the incident.

### **Traumatic Injury contacts for DRC Interagency Units**

#### **San Juan National Forest:**

ASC-HCM-WC USDA Forest Service, ASC – Human Capital Management  
Mailstop #118 – Workers; Comp.  
3900 Masthead Street, NE Albuquerque, NM 87109  
877-372-7248 (PRESS 2) 0700-1800; EMERGENCIES 505-2087691 FAX 866-339-8583

#### **Bureau of Land Management:**

**VACANT**, 970-385-1357

#### **Mesa Verde National Park:**

Safety Officer Everest (Ev) Whitehead; W 529-5085, H 882-2155

OWCP Lydia Manders; W 529-4610 Cell 970-570-7636 PC: 970-739-0820

#### **Southern Ute Agency:**

John Formea, W 563-9484 H 505-334-4086

#### **Ute Mountain Ute Agency:**

OWCP – Sharon Hammond, 970-565-7338 Cell: 970-570-9583

Safety Officer – Keith Yessilth – Work; 970-564-9814 or Home; 970-368-2753 Cell; 970-739-8859

Occupational illness or diseases (cold, sore throat, flu, etc.,) will be treated only when the employee (government/AD/EFF) completes a CA-2 and is approved by the supervisor and the Medical Unit Leader. At that time, the CA-2 will be taken to the comp/claims person who will complete an APMC form. The employee will then be sent to the appropriate medical facility.

If the physician recommends bed rest for 48 hours or less, the employee will be housed in a local motel, with room service, or sent home if the employee is local. During the time in the motel, the government employee will be in sick leave status or continuation of pay and an AD/EFF employee will be guaranteed 8 hours for each day held by the incident. Management has the option to pay the guarantee or return them to their point of hire. See IIBMH.

**ENSURE THE EMPLOYEE IS GIVEN A COPY OF ALL MEDICAL FORMS TO KEEP.**

## **COMMUNICATIONS AND INFORMATION SYSTEMS MANAGEMENT**

DRC Agency's computer system/personnel may be used (if available) to support an incident after the incident has utilized the hosting Agency's computer systems/personnel. Computer managers from each DRC agency will have the final "say" on how their computers are used, and the software that will be loaded on those systems.

DRC has several "fire cell phones" for use on an incident. DRC will assist with telephone, cell phone and radio communications by contacting the appropriate unit communications personnel.

**S/E#s will not be given for personal cell phones or computers.**

## **PAYMENT PROCESSES AS OF 2012**

See Procurement, for payment plan details on paying for items or services ordered.

### **EQUIPMENT RENTAL AGREEMENT PAYMENTS AND IPBA'S**

#### **Teams Shall:**

Vendors will submit their invoices to the Incident Agency for payment process. Send all original completed payment documents to the incident unit. Ensure that the audit has been completed and proper documentation is included and completed (signatures, P-Code, override code) for each payment package as follows:

- a. Original Emergency Equipment Use Invoice (Form OF-286),
- b. Original Emergency Equipment Shift Tickets (Form OF-297),
- c. Copy of Emergency Equipment Rental Agreement (Form OF-294),
- d. Vehicle/Heavy Equipment Inspection Checklist (Form OF-296), if available,
- e. Copy of Resource Order, and
- f. Other documentation, i.e., claims information, general messages, etc.

**NOTE:** Settlement of claims against FS EERA's shall be in accordance with the IIBMH, Chapter 20, and Section 27.6.

### **USE OF CREDIT CARDS/CHECKS AS PAYMENT INSTRUCTION**

Credit cards/checks (CCC's) may be used to make vendor payments only during incident and emergencies and then only as described below within limits of the warrant:

1. CCC's may be used to make vendor payments.
2. **A resource order number must support all payments.**
3. In addition to the requirement of 28.1 of the IIBMH, invoices shall be clearly marked if payment made by credit card or check, and name of payer.
4. A copy of the CCC's paid invoices shall be sent to the Agency for their final fire package.
5. Incident Agency will be given copies of all payment, invoice information for the final fire package.

**During MOB or DEMOB supply request numbers are not necessary for resources meals or lodging (use the Incident financial code on their resource order/request when submitting a payment travel voucher at their home unit).**



## **PROCESS FOR AD EMPLOYMENT**

### **AD PAYMENT PROCEDURES**

The Payment of AD's is processed by the initial hiring unit. In most cases the FSC will insure the OF-288 is transmitted to the home unit.

MVP and BIA units hire AD FFTR's. Agencies will send payment information to their respective payment centers.

The San Juan Public Lands hire AD personnel through the San Juan National Forest.

The DRC has designated personnel in the DRC who sign up and maintain a list of people hired as AD's before an incident. AD individuals must complete required courses prior to being signed up. The hiring unit is responsible for ensuring these required courses are completed. These courses are Defensive and 4X4 Driving. They then must complete the I-9, AD hire information sheet, W-4/5 forms and initiate the Emergency Firefighter Time Report (OF-288, Red Dog) and Casual Hire form with the appropriate information. The address shown on the W-4 will determine where the check will be deposited.

Due to the various requirements (Driving, fire refresher, etc.) local AD's are not normally hired after March.

AD employees will be subsisted whenever possible. Meals and lodging for AD's can be procured for those assigned to logistical support if circumstances warrant.

If an AD rate has been established it will NOT be negotiated. The current years rates may be found in the IIBMH (See RM, GB AD Rates).

AD's will normally be processed at the end of a fire assignment or 2 week period.

## **RECYCLING**

Arrangements can be made with local recyclers to take plastic, paper, metal, glass etc. In addition, there are established locations for delivery of non-perishable food items. The incident will designate a person on their team for the recycling to be deposited back to the unit. Bring all batteries to DRC for recycling (Our recycle coordinator will recycle and costs for this process will be charged to the incident).

## **IMT CLOSEOUT**

As described in the Incident Business Advisor/Fire Business Management Contact/Agency Representative (IBA/FBMC/AR's) duty descriptions, Individuals will participate in the exit interview of each assigned IMT as appropriate. The IBA will provide a narrative statement to include: (1) any commendable performance, (2) processes and procedures which went well during the assignment, and (3) constructive ideas about improvements which could be made. If unable to complete the narrative report before demobilization of the IMT, the report will be submitted to the IC within 60 days after the IMT departs the incident. When a Buying Team (BT) is present, a representative will attend the closeout of each IMT to ensure proper communication and consistency.

An Incident Transaction Log is expected to provide a summary of all paid and outstanding financial information at this time.

## **BUYING TEAM TRANSITION DOCUMENT**

The purpose of this document is to guide the Buying Team leader in preparing a transition document, which will relay to the incoming team procedures and arrangements that are already in place.

### **BRIEFINGS, CONTACTS, GUIDELINES**

1. List any briefings that the Buying Team has been attending. Include time and location and the role of the buying team in these briefings.
2. Provide a list of fires that are being supported by the Buying Team. Include job codes.
3. Provide the name and phone number of the IBA and any other incident contacts (names and phone numbers) that are beneficial.
4. Provide copies of any documents the unit has provided to the Buying Team, such as the Operating Guidelines.
5. Provide the names, addresses and phone numbers of Buying Team members that are leaving.

### **LAND USE AGREEMENTS**

1. Provide a list of land use agreements and the location of documents in the Buying Team filing system.
2. If the Buying Team is making periodic payments for any of these agreements, include who is documenting receipt and how the payment is being made.
3. **Please refer to the IBMH Section 20, Acquisitions, for further information regarding land use agreements**

### **SUPPLEMENTAL FOODS, STANDING ORDERS**

1. Provide listing of supplemental foods that are acceptable to the unit and how supplemental foods are being ordered (a list of approved supplementals is included in the meals section of this guide). Include the names and telephone numbers of contacts for each vendor.
2. Include documentation on standing orders, how they are being handled and which ones are still standing. (This is most likely newspapers, ice, supplemental food items, etc.)

## **MEDICAL**

1. If the Buying Team is paying for medical – comp/claims, provide information on what has been set up and how the payments have been handled.
2. Provide buying team and camp contacts for each incident responsible for the M-log and coordination with comp/claims

## **SPECIAL PROCEDURES**

1. If the Buying Team has set up any special procedures for item, i.e. propane, laundry, saw parts, photo development, leave detailed instructions on what has been set up, who initially set it up, vendor and incident contacts, and how payment has been handled.
2. Leave list of contacts on hard-to-find items. Include any learning experiences you went through to locate this item.

## **PENDING ORDERS**

1. What information are you leaving the incoming team regarding items that have been ordered but not delivered? How is that information organized?
2. What about outstanding orders, those that have not been placed yet? What do you need to tell the incoming team so they can easily know what needs to be ordered?

## **COSTS**

1. Who are you relaying cost information to daily? How do you transmit this data – by telephone, fax, etc?

Include anything in this transition document that will help the incoming team, even items you plan to cover at the briefing between the two teams. I know it is easier for me to go back and look at a document than to try and remember what was said in a meeting.

## **ATTACHMENTS:**

CO BLM Incident Business Operating Guidelines, Pages 1-1 through 1-12  
US Forest Service, Region 2 Phone List Pages 1-14